Supplier Order Management Guide
July 2002

DMLSS ECAT

Medical Electronic Catalog

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Background

DSCP is the inventory control point responsible for the management of troop items in the general areas of Medical materiel, Clothing and Textiles, Subsistence, and General and Industrial. The Medical Directorate has the responsibility for purchasing pharmaceuticals, medical supplies and medical equipment for U.S. soldiers, sailors, airmen, and marines - around the clock and around the world. Our primary focus is to support the warfighter in times of war, in peace, or during relief efforts in times of national emergency.

DSCP developed ECAT with the objective of establishing a "Total Catalog / Total Delivered Price" program that would allow its customers to browse, compare, select and order a wide range of commercial items over the Internet.

The Supplier Order Management Interface was created to incorporate non-EDI trading partners into ECAT. The interface allows suppliers to acknowledge orders and submit invoices securely over the Internet. No special software is required. The only requirement is an Internet connection and a Web browser. (Netscape Navigator 4.6 or better, or Internet Explorer 5.0 or better are the recommended browsers.)

Suppliers who wish to use the Supplier Order Management Interface must register their server address and obtain an ECAT login ID from DSCP. Registration with DFAS (Defense Finance and Accounting Service) WInS (Web Invoicing System) is also required in order to submit invoices through ECAT. See Appendix A for detailed instructions on registering with DFAS WInS. If you are already registered with WInS you need to modify your WInS profile before you can submit invoices through ECAT. See Appendix B for detailed instructions on modifying your WInS profile. Please contact Mr. Joe Calderaio, ECAT Project Integrator at (215) 737-5720 for assistance.

Points of Contact

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Joe Calderaio, ECAT Project Integrator	Joseph.Calderaio@dscp,dla.mil	(215) 737-5720
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Connecting to ECAT

The cache option of your browser must be set to verify the latest version of documents "*every time*". If this option is not set ECAT will not function properly. Also, your browser must be set to "*accept cookies*".
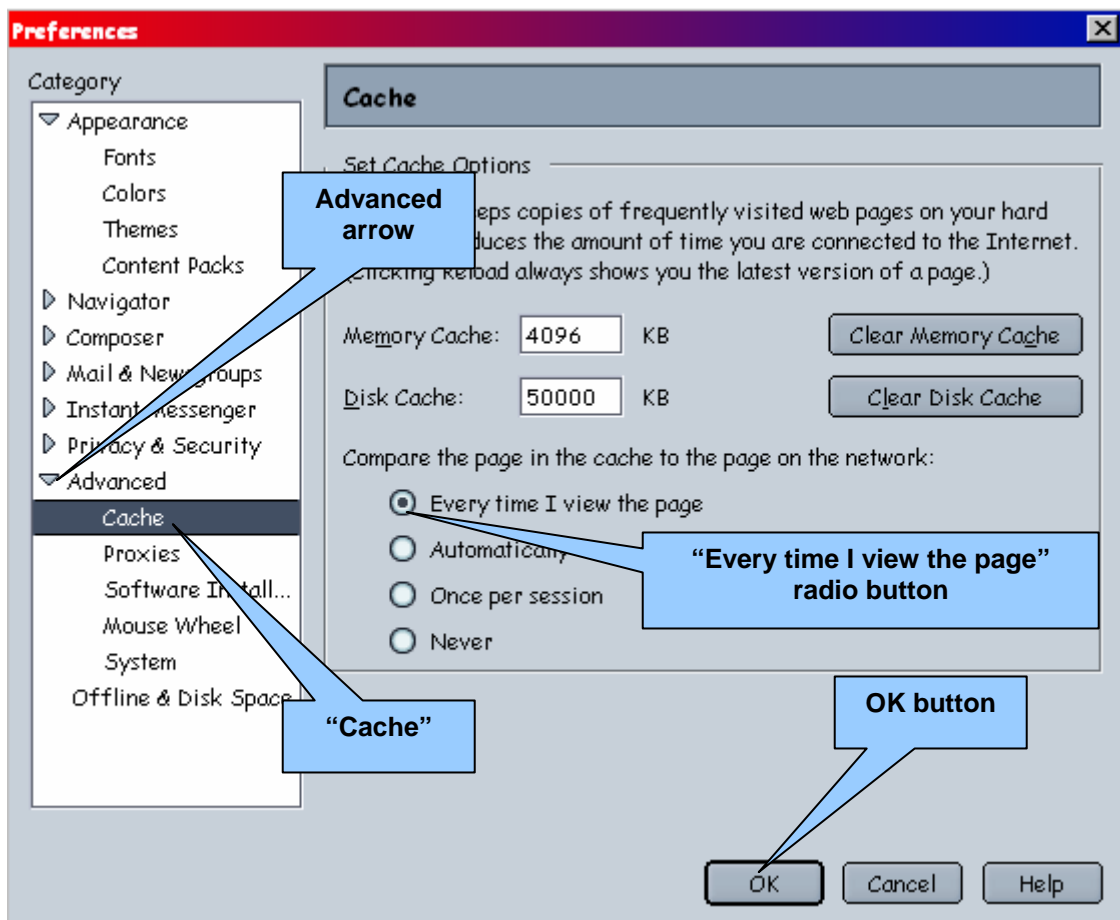
Set the required options using Netscape 6.2.

1. Click on the ***Edit - Preferences*** menu
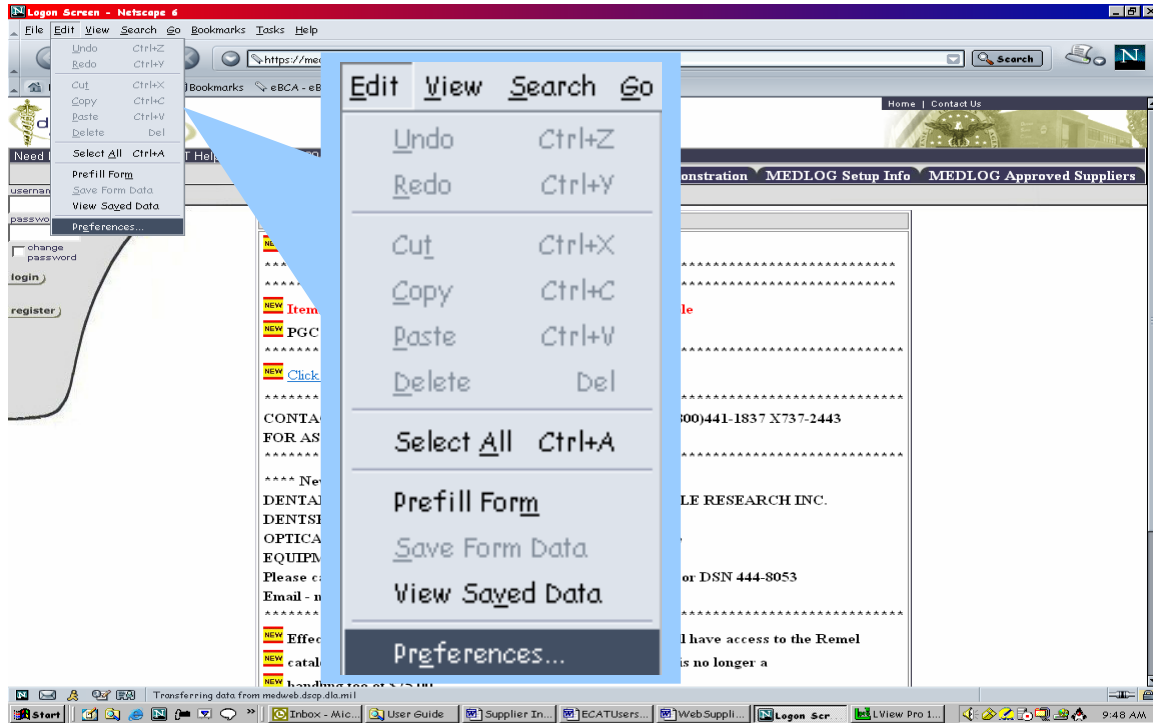
2. Click on the arrow preceding the **Privacy & Security** category. Click on **"Cookies".** Click on the **"Enable all cookies"** radio button. Click on the **OK** button.
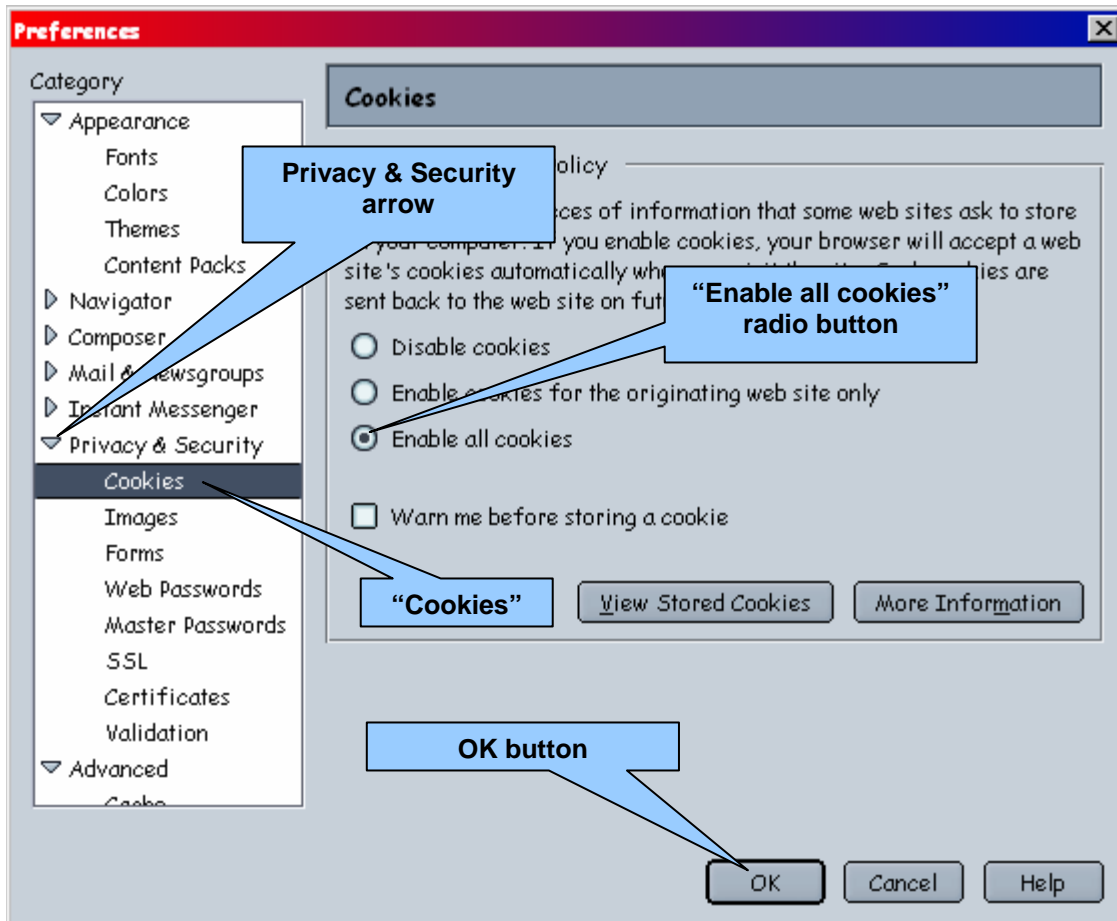
3. Repeat step 1. Click on the arrow preceding the **Advanced** category. Click on **"Cache".** Click on the "**Every time I view the page**" radio button. Click on the **OK** button.

Set the required options using Internet Explorer 6.0.

1. Click on the **Tools-Internet Options** menu.
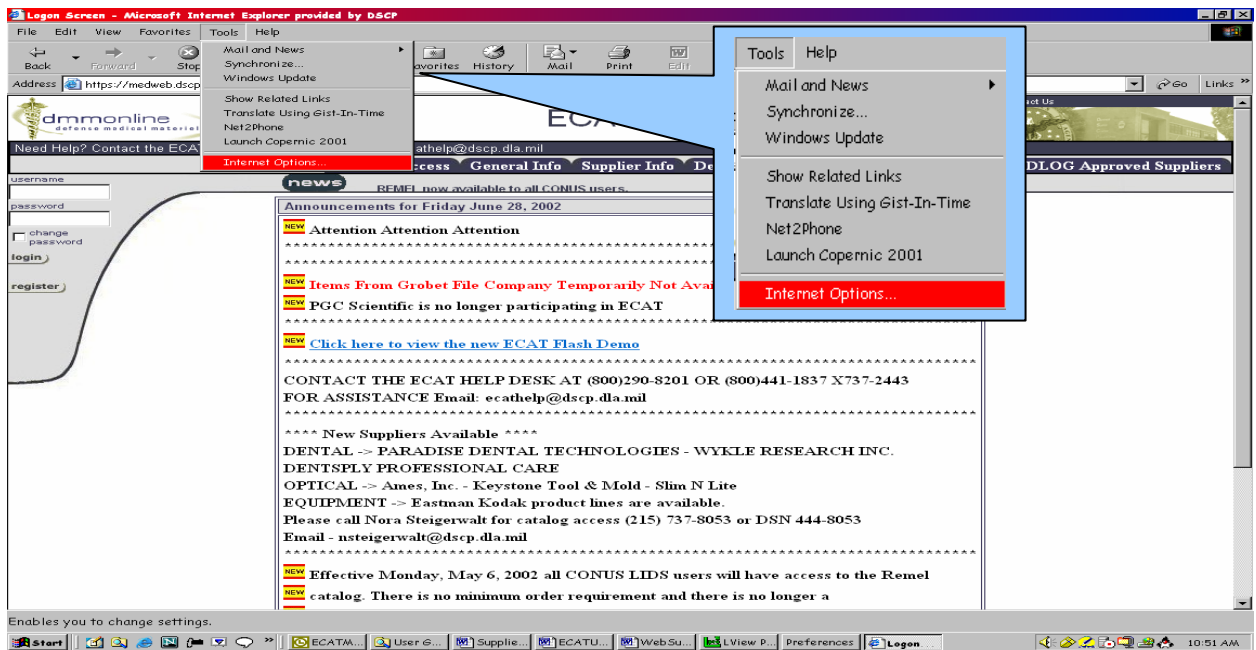
2. Click on the **Settings…** button in the **Temporary Internet Files** section.
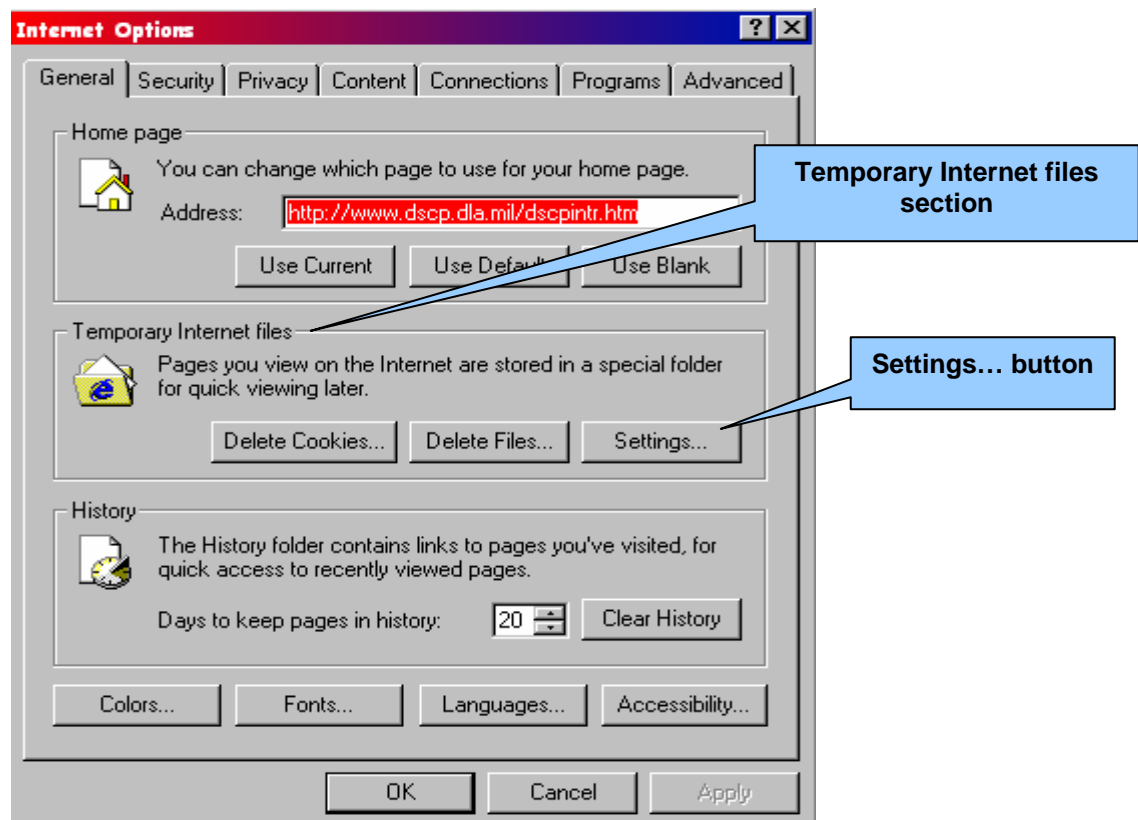
3. Click on the *"Every visit to the page"* radio button. Click on the **OK** button.
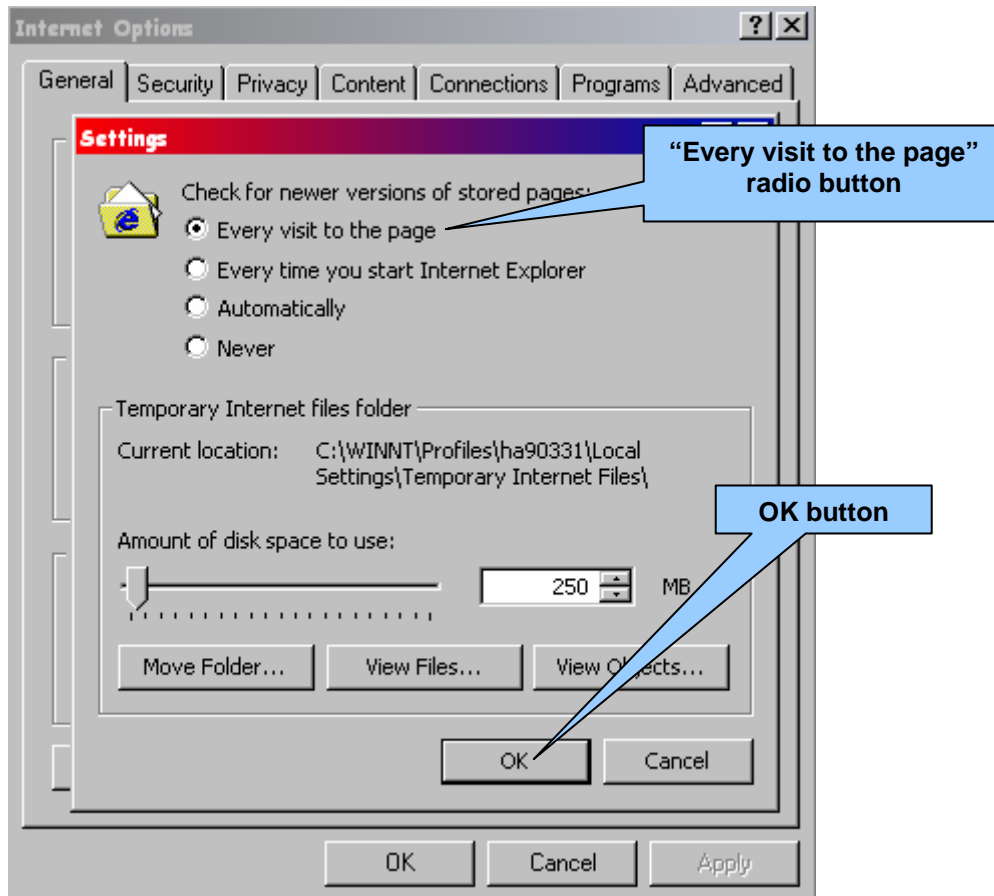
4. Click on the *Privacy* tab on the Internet Options dialog box. Make sure that *"Block All Cookies"* is not selected. If it is, move the slider down to another setting. Click on the *Apply* button to save the change. Click on the *OK* button to exit the *Internet Options* dialog box.
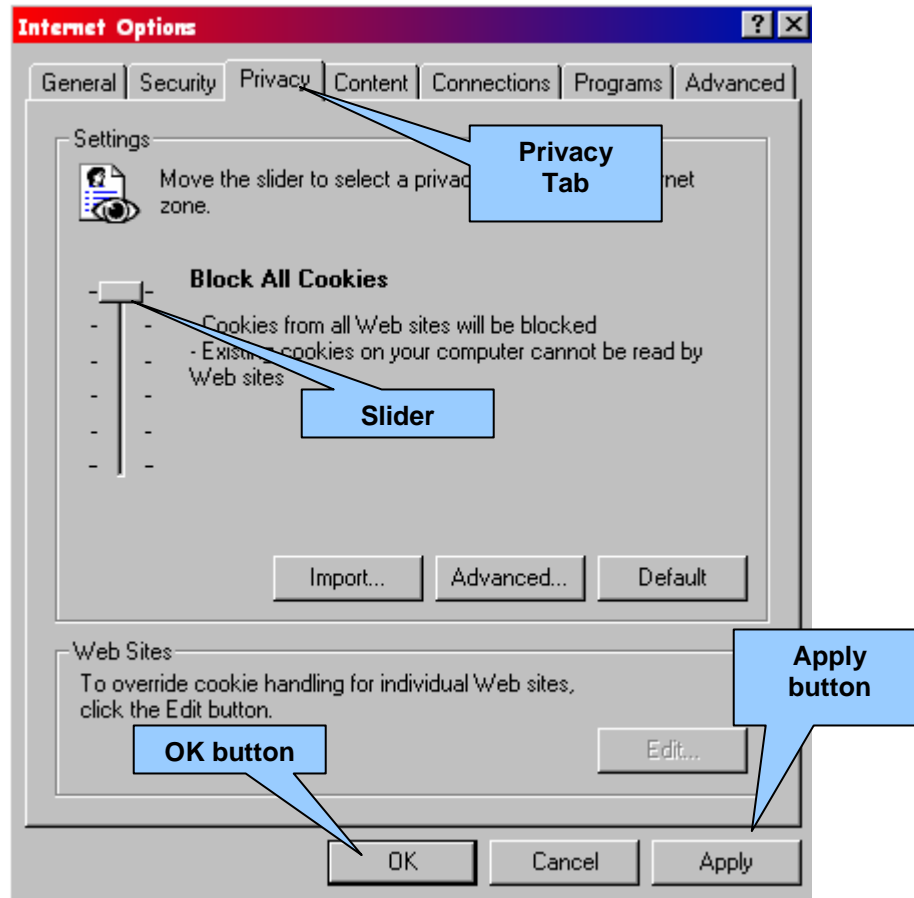
Accessing ECAT

To access ECAT start your web browser and enter the URL:
https://medweb.dscp.dla.mil/pls/prod/logon The ECAT main page is displayed.
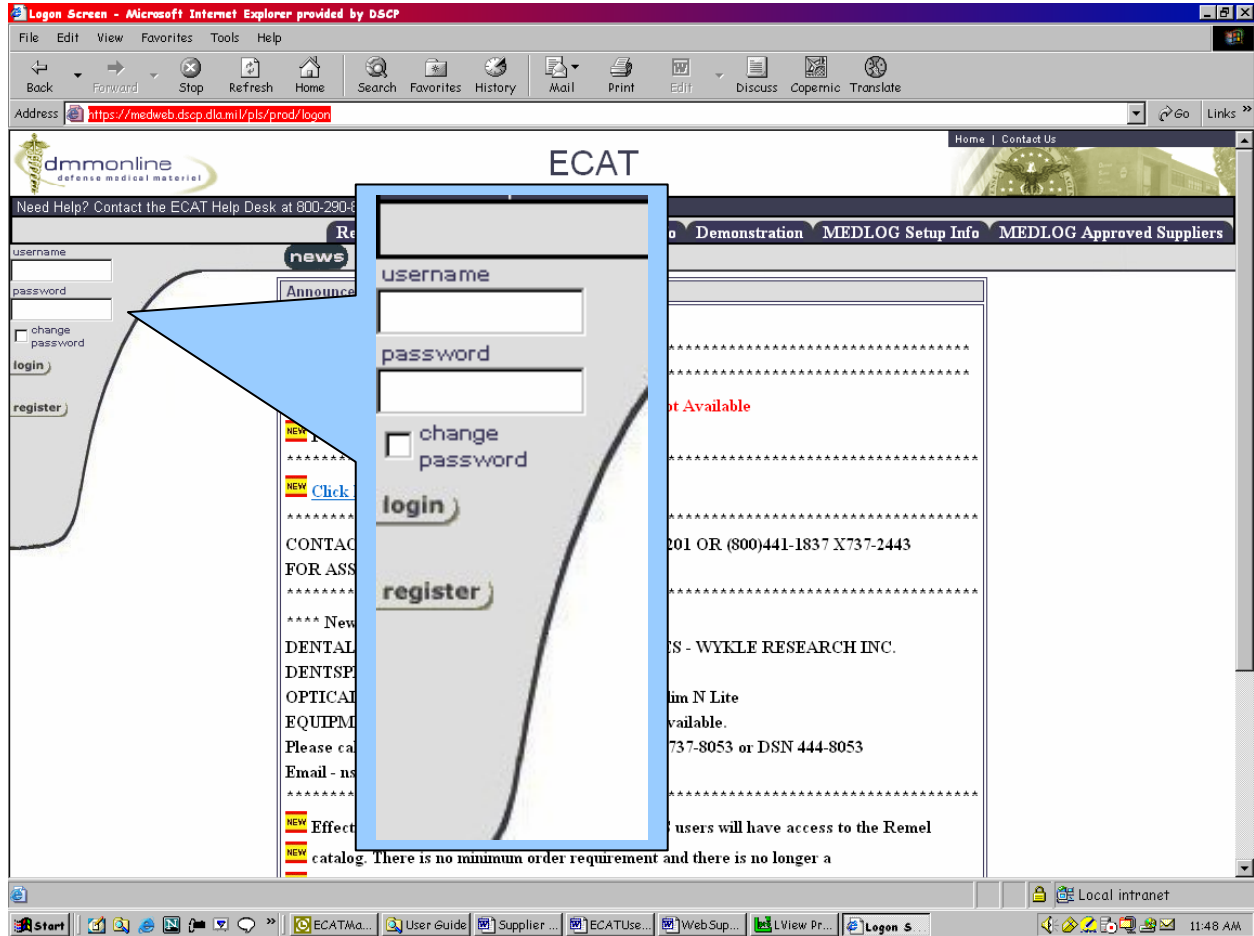
Enter your Username and Password, and click on the **Login** button. The
Administrative Options menu is displayed.
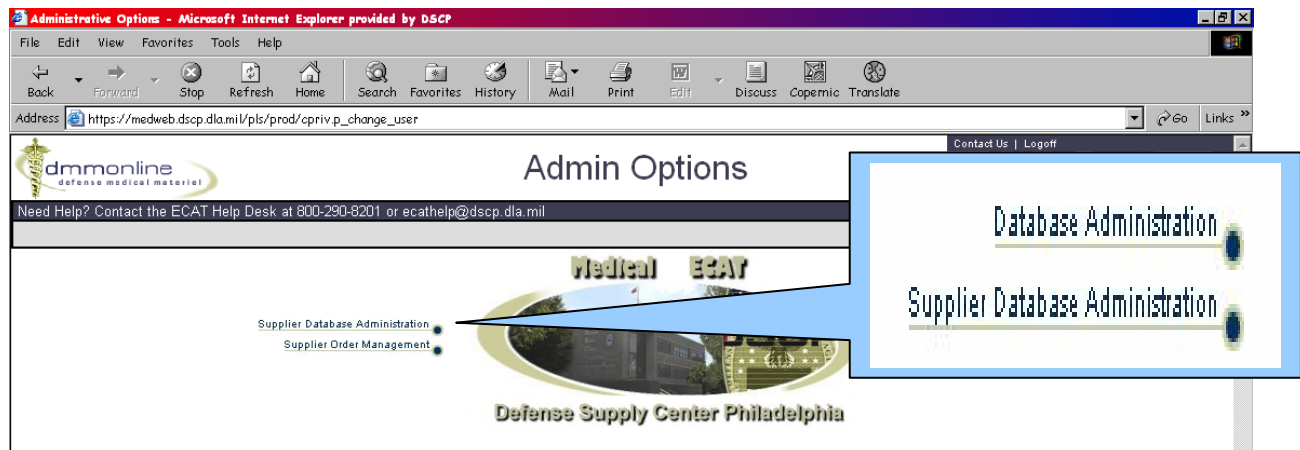
Email Notification

Suppliers using ECAT's Web Supplier Interface to confirm orders will receive an email notification within 10 minutes after a customer places an order. Additional notification is also generated automatically when an order is not acknowledged within 5 calendar days.
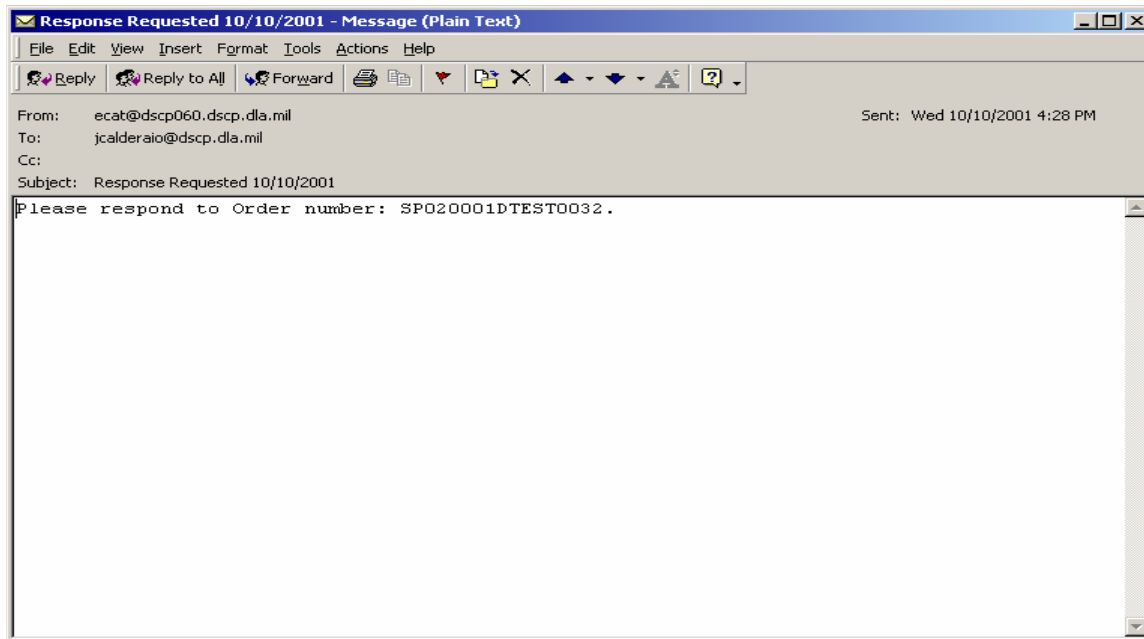
Supplier Order Management

To view your orders click on the **Supplier Order Management** link on the **Admin Options** screen. The **Supplier Order Management** screen is displayed. Orders will be in 1 of 5 status conditions:

Status	Color	Description
Unacknowledged		These are new orders that have not been confirmed
Order Rejected		These are orders that have been viewed and rejected in entirety
Invoice Pending		These are orders that have been accepted, but the Invoice has not been submitted.
Invoice Rejected		These are orders that have been accepted, but the Invoice is rejected.
Invoice Accepted		These are orders that have been accepted, and the Invoice has been submitted.

For clarity, each status has been color-coded.

Supplier Order Management Screen

By default, the *Display All* radio button is selected. When this radio button is selected all orders are visible. You can hide Invoice Accepted and Rejected orders from your view by clicking on the *Hide Order Rejected and Invoice Accepted* radio button. If you have more than one page of orders the *Next* button is visible. On subsequent pages the *Previous* button is visible so that you can page back.

Searching for a Purchase Order

You can search for a particular Purchase Order by clicking in the *Order Id* field, then entering the Purchase Order number and clicking on the *Go To* button.

Deleting a Purchase Order

To delete a Purchase Order click on the check box on the row containing the Purchase Order to be deleted, then click on the *Delete* button. Only Invoice Accepted or Rejected orders may be deleted. **Once a Purchase Order is deleted, it cannot be recalled.** It is recommended that the *Hide Order Rejected and Invoice Accepted* button be used if you will need to view the Purchase Order in the future.

Acknowledging an Order

To acknowledge an order, click on an unacknowledged Purchase Order number. (Refer to the *Supplier Order Management* screen on page 10.) The *Purchase Order Number* field is a hyperlink to the *Order Details* screen.

Order Details Screen Before Update

The Purchase Order number appears in the blue text box at the top of the *Order Details* screen. The secondary headings contain the ECAT customer's User ID, the Ship To Address, the Mark For Address, and the Mark For Text. The Mark For Address and Mark For Text must be included on the packing slip if they are present on the order.

The date the order was received and the authorization time appear next, followed by the *Order Comments* field. You can add a comment to the order that will become visible to the customer after the order is acknowledged or returned. Add a comment by clicking in the *Order Comments* field, typing a comment, then clicking on the *Save Order Comments* button.

The order lines appear at the bottom of the screen. When the order is viewed initially, the *Accept* and *Reject* radio buttons are highlighted in red. This indicates that a selection must be made before the record can be saved. To accept the entire order, click on the *Accept All* button, then click on the *Save* button. To reject the entire order, click on the *Reject All* button, then click on the *Save* button. To accept and reject individual lines, click on the *Accept* or *Reject* radio button as desired, then click on the *Save* button.

Order Details Screen After Update

After the **Save** button is clicked the screen is refreshed, the red boxes are removed, and the **Acknowledge Order** button is visible. A rejected line is displayed with a line through it and the Extended Price is set to $0.00. You have the opportunity to change the line status by clicking on the desired radio button (Accept or Reject), then clicking on the Save button.

If your contract allows partial fills you will also have the ability to reduce the **Amount Filled** quantity by double-clicking in the **Amount Filled** field and typing the new quantity. The new quantity must be greater than 0 and less than the **Quantity** requested. Click on the **Save** button to save your changes. Refer to the example below.

Order Details Screen (Partials Enabled)

To return the order to the Customer click on the **Return Order to Originator** button. It is recommended that you include a reason for returning the order by saving an Order Comment first. You will be returned to the **Supplier Order Management** screen and the order is removed from the queue.

To acknowledge the order, click on the **Acknowledge Order** button. You will be returned to the **Supplier Order Management** screen where the order will reside in Invoice Pending Status (highlighted in yellow). **Note: The order will remain unacknowledged until you click on the *Acknowledge Order* button. Clicking**

***Accept* or *Reject*, then clicking on the *Save* button does not acknowledge the order.**

To close the screen click on the *Close* button.

Posting Shipment Status

Click on the Purchase Order number of an order in Invoice Pending or Invoice Rejected status. (Refer to the ***Supplier Order Management*** screen on page 10.) The ***Order Details*** screen is displayed. Enter the ***Estimated Shipping Date, Ship Company, and Tracking Number***, then click on the ***Save*** button. To submit an invoice, click on the ***Invoice*** button. Refer to ***Submitting an Invoice*** on the next page. To close the screen click on the ***Close*** button.

Order Details Screen

Submitting an Invoice

To submit an invoice click on the Purchase Order number of an order in Invoice Pending or Invoice Rejected status. The *Order Details* screen is displayed. (Refer to the previous page.) Click on the *Invoice* button at the bottom of the *Order Details* screen. The *Invoice Pending* screen is displayed.

Invoice Pending Screen

Only accepted lines appear on the *Invoice Pending* screen. To accept the invoice, enter an *Invoice Number* then click on the *Accept* button. To reject the invoice click on the *Reject* button. You are returned to the *Supply Order Management* screen where you will see the order in Invoice Rejected status. **If you reject an invoice please call Joe Calderaio, ECAT Project Integrator at (215) 737-5720 immediately so that the problem can be resolved**. To close the screen without processing, click on the *Close* button. After accepting the invoice, the screen is refreshed with the entered Invoice Number and the invoice is systematically submitted to DFAS.

Click on the **Close** button or the **Supplier Orders** tab to return to the **Supplier Order Management** screen

Invoice Accepted Screen

Viewing an Accepted Invoice

To view an accepted invoice click on the Purchase Order number of an order in Invoice Accepted status. (Refer to the ***Supplier Order Management*** screen on page 10.) The ***Order Details*** screen is displayed. Click on the ***Invoice*** button at the bottom of the ***Order Details*** screen. (Refer to the ***Order Details*** screen on page 14.) The ***Invoice Accepted*** screen is displayed. To close the screen click on the ***Close*** button.

Invoice Accepted Screen

Logging Off

To log off the system click on the ***Logoff*** link at the top right of any screen.

Appendix A – WInS Registration

Access the DFAS WinS homepage by entering https://ecweb.dfas.mil in your browser's Address Line and press the Enter key. Click on the **New Account** button after the homepage is displayed.

The Registration screen is displayed. Click on the checkbox next to SAMMS at the top of the screen. Fill out the request form making sure to select **"Yes"** to the question "Interested in batch submission?" Select **"No"** to the question "TACCOM WEB_EC direct vendor delivery user?" Click on the *Continue* button.
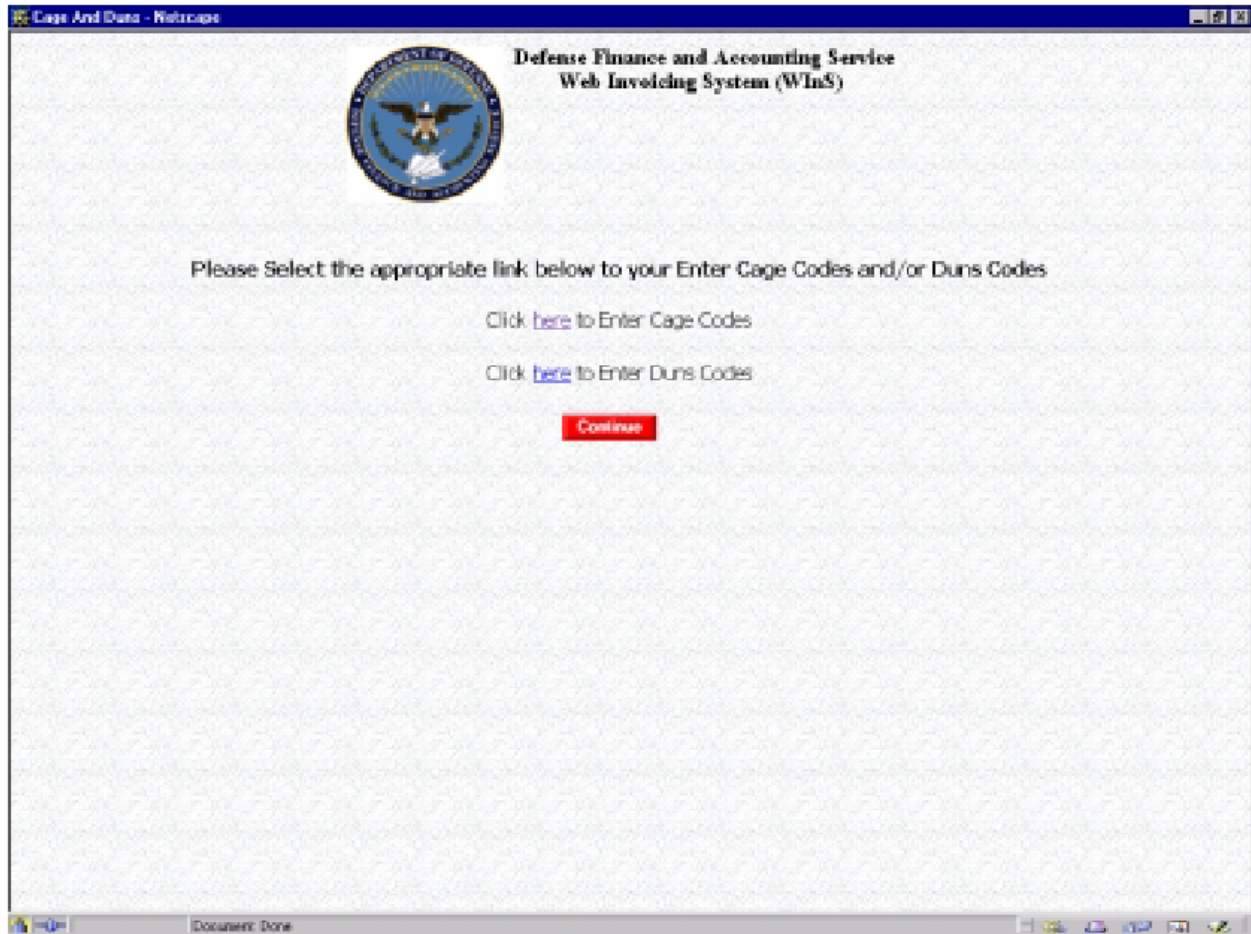
The ***Vendor CAGE Code / DUNS Code*** screen is displayed. Click on the ***Continue*** button to submit your new account request to DFAS WInS. You will be notified by email when your WInS account becomes activated. The email message will instruct you to contact the DFAS Electronic Commerce testing staff to arrange for testing. Since, you will be invoicing directly through ECAT you do not need to be tested with DFAS. Therefore, after you receive your WInS account contact Joe Calderaio, ECAT Project Integrator at (215) 737-5720 to have invoicing capability enabled for your ECAT account.

Appendix B – WInS Profile Modification

Before you can submit invoices through ECAT your profile has to be set to accept batch processing. To check your profile access the DFAS WinS homepage by entering https://ecweb.dfas.mil in your browser's Address Line and press the Enter key. Click on the **Login** button after the homepage is displayed.

Click on the "Vendor Profile" link on the menu bar located on the left-hand side of the screen to view your profile.

Make sure that the option "Interested in batch submission?" is set to "Yes". If it isn't select "Yes", then scroll to the bottom of the page and click on the **Update** button. Click on the **Exit System** button on the main page to exit WInS. You will be notified by email instructing you to contact the DFAS Electronic Commerce testing staff to arrange for testing. Since, you will be invoicing directly through ECAT you do not need to be tested with DFAS. Therefore, after you receive notification for batch processing contact the ECAT Technical group at dscpecattech@dscp.dla.mil to have invoicing capability enabled for your ECAT account.